Weekly Status & Information Report:
Week of August 9, 2004

1. **City Manager on Leave:** City Manager Barbara Matthews will be on August 14 through August 16. In accordance with Article 7, Section 705 of the Takoma Park Charter, Suzanne Ludlow is designated as Acting City Manager in her absence, August 14 and 15, and Wayne Hobbs is designated as Acting City Manager on Monday, August 16. A formal memorandum has been submitted to Council. *(Executive Assistant)*

2. **Hurricane Charley:** For the past two days, the Public Works Department has been preparing to handle the adverse effects of Hurricane Charley. They have been checking and clearing storm drains through the City with special emphasis on low lying areas. Additionally, they have been checking out all debris removal equipment (chain saws and chipper) in case of downed trees. All debris removal trucks have been checked out and fueled and notification rosters have been verified. *(Public Works)*

3. **The E-Mail System:** Difficulties with the City's electronic mail system over the past two weeks have meant that some emails from residents and others may not have been received by City staff. If someone has sent an email and not received a response, please urge that person to call or resend the message. Efforts have been made to identify and resolve the problem. *(Community & Government Liaison)*

4. **The Tool Library:** The Tool Library has been successfully relocated to Ritchie Avenue. The siding has been installed. The fence will be relocated within the next two weeks, and then landscaping and signage will be installed. The Library is now open during its regular hours on Tuesday and Friday (4-8 pm) and Saturday (9 am - 1 pm). The Library may be closed temporarily during the fence relocation. *(Public Works)*

5. **Rent Stabilization Reports:** Annual rent stabilization reports were mailed this week to all landlords who are subject to the rent stabilization program. This report is due back by September 30, 2004. The rent report shows increases and decreases in rent for the reporting period July 1, 2003 - June 30, 2004 and is used to monitor compliance with the program. *(Housing and Community Development/Landlord-Tenant Affairs &Code Enforcement)*

6. **Training Seminar:** A Certification Training for Landlords was held on August 12th . Despite the heavy rain, the turnout was excellent. Certification trainings are held once a month and landlords have been reporting that the sessions have been very informative. Staff is also finding that a number of prospective landlords have attended the training which makes them aware of all laws and regulations before they buy a rental property in Takoma Park. *(Housing and Community Development/Landlord-Tenant Affairs &Code Enforcement)*

7. **Old Takoma Main Street Basic Training:** Staff from the State of Maryland Main Street program led a two-day introductory training about how to develop a successful Main Street this past Tuesday and Wednesday. The training was well attended by residents, merchants, and property owners and covered the four points of the National Main Street Program: organization, design, promotion, and economic structuring. A separate Old Takoma Main Street committee will focus on each of these areas. For those who could not attend the training, the Old Takoma Business Association will be holding a condensed version of the training during evening and/or Saturday hours in late September. Each of the four committees will begin meeting regularly (probably once a month) this fall. To learn more about how to get involved in the Old Takoma Main Street and/or receive an electronic copy of the presentations that were given at the training, contact OTBA Program Manager Mary Stover at programmgr@takomaonline.com or 240-253-4229. *(Housing and Community Development)*

8.   **Computers in the Library:** The Library now has four public computer workstations, and is offering hour long sessions to patrons who wish to access the Internet, or do word processing. We have recently installed a Userful Discover Station module, which is a turnkey public access computer system. This is a Linux - based system which supports 14 languages, offers large print, and reads and writes all common file formats including Word. Applications include spread sheets, a photo editor, CD-burning, Internet browsing and a time limit manager. This installation is currently in the Library as a two-month demo, but we hope the Friends of the Library will enable us to purchase it as a permanent pilot project, as we are recommending it for the new computer lab in the learning center. When the Council reconvenes in September, we will be making a formal presentation on our plans for the computer lab. Meanwhile we are trying to learn as much as we can about the management of this turnkey system, and we would like to invite the Council to stop by the Library to try out it at their convenience. It is a particularly efficient and cost-effective alternative for labs which do not have huge budgets or large IT staffs to support them. You may schedule an hour on one of the computers at any time we are open to the public, or make arrangements with Ellen or Rebecca for a more detailed orientation.   *(Library)*

9. **Basketball Program:** The Youth Exposed to Success (Y.E.S.) Basketball Program concluded last night, Wednesday, August 11, with the JV and Varsity Championship games. This program, which has kids going into 5th grade through 12th grade, started in late May and ran 3 nights a week starting June 8. We had 18 teams in 3 grade divisions. 170 kids participated this summer. Y.E.S. League provided a positive outlet to a great number of Takoma Park's kids all summer long. *(Recreation)*

10. **Criminal Case (Ward 1):** An indictment was returned by the grand jury on robbery charges related to the January 22 armed robbery in the 7200 block of Cedar Avenue. An accomplice pled guilty earlier and had been sentenced to five years imprisonment. *(Police)*

11. **Police Staff in Training:** Ms. Pullet, Sgt. Hammond and A/Sgt. Poole attended Supervisory Investigative Training at Southern Maryland Police Academy, for two days. The final summer range training for firearms concluded this week Aug. 9-11. *(Police)*

12. **Cpt. Hubbard's Retirement:** Councilmembers are reminded of the Aug. 18 RSVP deadline for Capt. George Hubbard's retirement dinner. The dinner will be Friday, Aug. 27. Councilmembers choosing to attend will have their cost covered by the City; they must pay for any guest or spouse who attends with them. RSVP to Diana Dean or Carol Bannerman. *(Police)*

13. **Police Beat Statistics:** The second quarter UCR statistics by police beat are attached. The first quarter numbers were provided with the S&I for the Week of April 5 (dated 04/09/04). *(Police)*

14. **Quarterly & YTD Report on Tree Permits & Waivers (April 2004-June 2004 & Jan. 2004-June 2004):** For the quarter: Applications Received: 66 (146 trees); Permits Issued: 74 (51%); Waivers Issued: 60 (41%); Emergency Waivers: 6 (4%); Denials: 6 (4%). Year to date: Applications Received: 97 (196 trees); Permits Issued: 106 (54%); Waivers Issued: 78 (40%); Emergency Waivers: 6 (3%); Denials: 6 (3%). *(City Arborist)*

15. **Casa de Maryland Trailer Site (Ward 3).** All of the preparatory work has been completed to establish an independent source of electricity to the trailer. The City is waiting for PEPCO to connect to its wiring and turn on the electricity. *(Public Works)*

16. **Schedule of Sale of Piney Branch Properties (Ward 5):** Two City-owned properties on Piney Branch Road near Flower Avenue are to be sold and the proceeds used for the Community Center, per the City's adopted FY05 budget. However, the sale may not take place until January given need to resolve questions about access for garbage trucks, requirements for Mandatory Referral through Park and Planning, and a briefing and required public hearing before City Council. The public hearing would likely take place in November. *(Community & Government Liaison)*

17. **Codemaster Software:** City staff will be trained on the software for the new electronic City Code on August 26 and 27. The Codemaster software will allow the City to have the Code available on the City's web page and will allow staff to keep the Code up-to-date. *(Community & Government Liaison)*